

Professional and Managerial Branch
Transportation Group
Airport Series

AVIATION ADMINISTRATION ASSISTANT DIRECTOR

8/03 (AM)

General Purpose

Under general direction, as assistant department head, formulate strategies for and manage coordination of Airport property and financial administrative functions.

Typical Duties

Plan, organize, implement, direct and review airport property usage and appraisals. Involves: Recommend rental rates and charges, and forecast revenues and costs associated with leasing airport properties. Negotiate leases and rental agreements. Advise and assist tenants. Initiate collection procedures against delinquent lessees. Prepare related reports and correspondence for presentation to Mayor and Council. Research and recommend airport property leasing, sales or acquisition policy interest. Recommend and arrange for approval of leasehold development and improvement. Schedule and direct inspection of premises to ensure tenant compliance with lease requirements.

Plan, organize, implement, direct and review department financial administration. Involves: Oversee record keeping and preparation of accounting reports and financial statements within City's approved accounting systems. Direct department inventories and warehouse activities. Conduct cost-benefit, statistical or other analyses, and recommend funding program improvements and staffing changes. Prepare consolidated annual budget, and monitor organization performance. Analyze departmental personnel, equipment, supplies and maintenance costs to justify variations from estimates as prescribed by City financial policies and procedures. Represent the department in a professional manner as requested by the Director in dealings with various department heads, managers, supervisors, employees and the public to provide and gather accurate information.

Supervise assigned supervisory and non-supervisory. Involves: Schedule, assign, instruct, guide, check work. Appraise performance and review evaluations by subordinates. Arrange for or engage in employee training and development. Enforce personnel rules and regulations, standards of conduct, work attendance, and safe work practices. Counsel, motivate and maintain harmonious working relationships among subordinates. Recommend hiring, terminating, counseling, disciplining or changing employment status of subordinates.

Perform related incidental professional and administrative duties contributing to the realization of department objectives as required. Involves: Substitute, as qualified, for immediate supervisor during temporary absences by performing specified duties and responsibilities sufficient to maintain continuity of normal services and similarly perform duties of subordinates or coworkers, if assigned. Serve on ad hoc committees. Oversee or prepare regular and special status and results reports and maintain activity records.

Knowledge, Abilities and Skills:

- Considerable knowledge of industrial and commercial real estate management.
- Considerable knowledge of lease agreements and contract law.
- Good knowledge of finance principles and personnel management.
- Good knowledge of supervisory techniques and related personnel administration procedures.
- Some knowledge of federal civil airport operation and development regulations.
- Ability to plan, and impartially and firmly assign, train and evaluate work of subordinates and enforce City and departmental rules and regulations.
- Ability to exercise good judgment and make sound decisions.
- Ability to establish and maintain effective working relationships with fellow employees, officials and the public.
- Ability to express oneself clearly and concisely, orally and in writing in order to maintain records, prepare reports and conduct meetings.
- Skill in operation and care of personal computer or computer terminal, and installed software.
- Skill in safe operation and care of a motor vehicle.

Other Job Characteristics

- Occasional exposure to adverse weather conditions.

- Occasional driving through city traffic.

Minimum Qualifications

Education and Experience: Equivalent to an accredited Bachelor's Degree in Business Administration, Economics or Law, plus six (6) years of progressively responsible professional administrative experience leasing industrial or commercial real estate that included two (2) years in a supervisory capacity.

Licenses and Certificates: Texas Class "C" Driver's License or equivalent from another state.

Special Requirements:

- Work beyond standard workday or workweek hours as necessary.
- Must pass federal background checks.

Human Resources Director

Department Head

OFFICIAL